

Pembrey and Burry Port Town Council
Facilities and Assets Committee meeting

6.30pm Wednesday 6th January 2021
6.30yh Dydd Mercher 6^{ed} Ionawr 2021

This meeting was held via video conference under the Local Authorities (Coronavirus) (Meetings) (Wales) 2020

Present: Cllrs Robert John (Chair), Les George, Lisa Mitchell (arr. 7pm, left 7.20pm), Karen Morris, Andrew Phillips, Michael Theodoulou, Moira Thomas and Mary Wenman

In attendance: Huw Thomas (Clerk and Responsible Finance Officer), Shân Loudon (Deputy Clerk), Paul Mann (Cemetery and Facilities Superintendent), Kevin Williams (Projects Manager) [arr. 6.50pm], Ed Davies (Administrative Assistant – minute taker)

6.30pm – 8.05pm

1. To receive apologies for absence

Apologies had been received from Cllr Peter Freeman.

2. To receive members' declarations of interest in respect of the business to be transacted

Cllr Les George declared an interest as the Chair of the Friends of Burry Port Harbour for any item related to the harbour.

3. To confirm the minutes of the Facilities and Assets Committee meetings held on Wednesday 25th November and Wednesday 2nd December 2020

Cllr Karen Morris **PROPOSED**, seconded by Cllr Michael Theodoulou that the minutes of the meeting of 25th November 2020 were an accurate record of the meeting.

In the ensuing vote four members voted in favour with three abstentions and zero against.

Cllrs Les George, Robert John and Andrew Phillips abstained from voting as they were not present at the meeting.

Cllr Andrew Phillips **PROPOSED**, seconded by Cllr Moira Thomas that the minutes of the meeting of 2nd December 2020 were an accurate record of the meeting.

In the ensuing vote five members voted in favour with two abstentions and zero against.

Cllrs Les George and Robert John abstained from voting as they were not present.

4. To consider any matters arising from the minutes.

25th November 2020

None were raised.

2nd December 2020

Cllr Mary Wenman advised members that as the Chair of the Environmental Act working group she had contacted the Clerk and Officers to arrange a date for the meeting. She agreed to contact Cllr Bob Walpole and invite him to attend.

Pg 4 re:Bowls Club meeting

Members noted that with the new lockdown restrictions the meeting had been postponed again, and that remote meeting was not an option as the Bowls Club representatives did not have a suitable internet connection.

Pg5 Scott Burrell request

Members noted that an initial meeting had taken place but the new lockdown restrictions had prevented follow up meetings and work.

5. To consider the budget monitoring report.

The Clerk/RFO highlighted that following the resolution of the dispute with the electricity supplier over inaccurate charges, the total outstanding amounts had been paid. He also reminded members that although they appeared over budget by £13,000 there would be a repayment of £19,000 for expenditure on Pembrey AFC pitch, from Section 106 funds.

In response to a query the Clerk confirmed that a response had been received from County Cllr John James regarding the allocation of Section 106 money, but it had only contained information the Town Council had received from their enquiries with the County Council.

Members discussed the large sums of money they were aware of that had been distributed outside of Pembrey and Burry Port and their desire for clarity on the process and reasoning. There was speculation about what the money had been allocated to and on whether there had been any benefit for the area in exchange for the financial investment. Members requested that the email be shared with each of them.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Les George that the Clerk/RFO contact the County Council directly for information on Section 106 spending over the last 7 years.

RESOLVED

ACTION: Clerk/RFO

In response to a related query the CFS confirmed that the Officer meetings with Officers from the County Council had been agreed to take place quarterly, and at present the Town Council contacted them to arrange a date. A second meeting had not yet taken place but was scheduled.

6. Update on asset transfers

The Clerk/RFO outlined the hold up related to the sale of Copperworks, was that the Section 106 agreement for the sale had not been with the paperwork transferred from solicitor to solicitor as it was with a County Council officer. It had been located and was being worked on by the solicitor. He also stated that the transaction would not be held up with the access widening project as it was happening solely on what would be Town Council land and did not negatively impact the buyer or the land they would be purchasing. He confirmed that the £24,000 allocated for Section 106 money in the agreement was already earmarked for investment in Burrows Terrace play area.

Members discussed whether or not a “claw-back” clause had been included in the deal, should the buyer sell the land on for a profit, but it was confirmed this had not been included.

7. Update on health and safety

The CFS stated that the policy statements were being reviewed, and as they became ready were signed and displayed as necessary across all Council working environments.

8. Consideration of possible Asset Transfer of land at Pen y bryn Avenue / Erw Terrace

The Clerk/RFO informed members that he had received an enquiry from the County Council asking if the Town Council was still interested in the transfer of the above land. He reminded them that their previous decision had been to request the County Council level off the land and make the area safe.

Members discussed the matter briefly.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Moira Thomas that the Clerk should respond that the Council was still interested provided it was an asset transfer and that the County Council make the land safe first. **RESOLVED.**

ACTION: Clerk/RFO

9. Consideration of number of working groups/sub committees (referral from Chairs Committee 08/12/20)

Members noted that each Committee was being asked to look at their structure, regarding the length and number of meetings they generated. It was also noted that other than the Environment Act working group, this Committee had no active sub-committees or working groups.

Members expressed a preference for task and finish groups as they had clearly defined goals which limited their existence.

10. Update on PWLB

The Clerk/RFO informed members that he and officers were completing the paperwork to generate a business plan. He had discovered that the rules of the Welsh Government approval process to enable them to apply for the loan, was limited to the financial year in which it was granted. He therefore informed them that the application would be submitted for approval in mid February so that it would be granted in the first week of April, and thus give him a whole year in which to structure the drawing down and spending of the funds.

11. Request for permission to install and display a heritage board at the old copperworks school site. (Request received from Graham Davies)

Cllr Karen Morris, Moira Thomas and Andrew Phillips declared an interest as members of the Heritage Group.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Les George that the permission be granted provided officers were satisfied with the details of the location and overall look of the plaque.

In the ensuing vote four members voted in favour, with three abstentions and zero against. **RESOLVED.**

12. Service provision during COVID-19 alert levels 3 & 4

Members noted that due to the current restrictions staff were no longer able to share vehicles while undertaking their daily work. This was further complicated as they also used them as welfare units. The two options for a solution identified by Officers was to reduce the number of staff active on each day and therefore reduce the service provided, or to seek the hire of additional vehicles to enable staff to continue with the service provided while this situation persisted.

The CFS confirmed that installing plastic screens between the driver and occupants was not a satisfactory solution as two occupants could only remain in the vehicles if windows were left open which negated their use as welfare units in inclement weather. He also confirmed that the hire of two additional vehicles would be up to £1000 a month.

Members discussed the options and noted their desire to ensure staff safety and continued service provision for the community.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Andrew Phillips that the hiring of additional vehicles be approved. **RESOLVED.**

ACTION: Clerk/RFO

13. Consideration of hiring additional vehicles.

See above discussion.

14. To consider potential car park lighting at Burry Port Harbour

Members noted the request and discussed the matter in detail. Some members highlighted that the area was not a Town Council asset and as such approval for such a scheme would need to come from the Regeneration and Community Engagement Committee. It was also stated that the County Council had an obligation to provide a traffic management plan and suitable lighting. Other members believed that the request was reasonable as it would provide a solution to a problem the community was experiencing that was not being dealt with.

In response to a query the Clerk/RFO was uncertain if a grant to a business could be awarded in this way as there may be financial limitations on such a transaction.

Members noted the recent anti social behaviour taking place in the area as it was poorly lit and the Clerk/RFO confirmed that he had received an email from the local policing team to discuss this issue in a meeting.

The CFS informed members of the technical specifications such a lighting system needed and the reason why 14 lights would need to be installed to ensure the Council was insured and meeting legal obligations.

Members queried whether or not the County Council and Police should be contacted and asked to contribute to a solution also.

Cllr Robert John **PROPOSED**, seconded by Cllr Michael Theodoulou that the matter be referred to the Regeneration and Community Engagement Committee with a recommendation to approve the

request, provided such a transaction was legal and that a letter be sent to the County Council highlighting the serious risks currently faced by users in the car park. **RESOLVED.**

ACTION: Deputy Town Clerk/Clerk

15. To consider any referred matters (if any)

The Clerk/RFO asked members to consider the matter referred from the Finance, Governance and Personnel Committee, regarding the budget for 2021/22. He reminded members that the initial draft budget would have resulted in a precept increase of 29% of which a large amount was from this Committee. In preparation he had produced a revised draft budget which allowed for income from property rentals, using the revised budget amounts from the 2020-21 budget.

Members discussed the recommendation from the Finance, Governance and Personnel Committee to only have an increase of 9.9%. some members felt that they did not have to accept that as a 12-15% increase would be an acceptable amount to allow the Council to deliver its services.

Cllr Michael Theodoulou **PROPOSED**, seconded by Cllr Les George that an increase of 13% to the precept would be preferable.

In the ensuing vote 6 members voted in favour with 1 abstention and 0 against.

RESOLVED.

ACTION: Clerk/RFO

16. Any other urgent business at the discretion of the Chair

None were raised

Cllr Moira Thomas **PROPOSED**, seconded by Cllr Mary Wenman that the meeting proceed in camera. **RESOLVED.**

In camera - That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

17. To confirm the confidential minute of the meetings held on Wednesday 2nd December 2020

Cllr Andrew Phillips **PROPOSED**, seconded by Cllr Mary Wenman that the minutes were an accurate record of the meeting.

In the ensuing vote five members voted in favour with two abstentions and zero against.

Cllrs Les George and Robert John abstained from voting as they were not present at the meeting.

18. Matters arising

None were raised.

19. To consider the Schedule of Accounts

Members noted the schedule.

20. To consider the Project Managers report

Members noted the report.

21. Consideration of the Cemetery/Facilities Superintendent report

Members noted the report.

22. To consider received tree reports

Members discussed the reports and accept their recommendations.

23. To review water monitoring services (legionella)

Cllr Moira Thomas **PROPOSED**, seconded by Cllr Mary Wenman that the Council accept the recommendations. **RESOLVED.**

ACTION: CFS

Meeting ended 8.05pm